

JOB OPPORTUNITY STATE OF HAWAII

DLIR

**EXECUTIVE DIRECTOR
WORKFORCE DEVELOPMENT COUNCIL
\$70,000 - \$75,000 Per Year
OAHU (Downtown Honolulu) Employment**

**Department of Labor and Industrial Relations
830 Punchbowl Street, Room 417
Honolulu, Hawaii 96813**

**Opening Date – April 15, 2008
Closing Date – April 25, 2008**

Position No. 100278 - Exempt

Job Duties: Serves as consultant to the Governor on issues relating to workforce development and its relation to economic development and diversification. Serves as chief executive officer to the Workforce Development Council whose members are appointed by the Governor and confirmed by the State Senate. Responsible for carrying out the intent of the state and federal legislation, administering the Council's program of work, and supervising the professional office staff. Coordinates with various agencies and the broad community in the development and implementation of workforce development plans and policy recommendations to the Governor, Legislature, U.H. Board of Regents, and Board of Education.

Responsible for:

- The preparation and implementation of workforce development plans and complex and comprehensive research studies of employment problems of certain populations, business needs, technological change, and their impacts on employment in industries and occupations, including the development and monitoring of contracts.
- The development and tracking of complex and comprehensive workforce performance management and accountability systems to include employment and training, education, economic development, target populations and a range of federal and state program statistical indicators.
- The administration of the Council and its meetings, management of funds and personnel matters delegated to the office.
- Preparation of articles, reports and bulletins for the use of the Council and concerned

agencies, and for general publication.

- Maintaining records, reports and correspondence relative to the work of the Council.

May act as leader and spokesperson for workforce development and prepares and delivers presentations to departmental, interagency, legislative, conference and community groups and other organizations as required.

RECOMMENDED QUALIFICATIONS

Master's degree from an accredited college or university with specialization in the social sciences including economics, political science, international relations, business administration, public administration, sociology, social or cultural anthropology, psychology, demography, history, geography, or related field. (Substitution for master's degree: Two years of specialized professional experience utilizing quantitative techniques or research methods in labor market, evaluation, or related analysis. workforce, education and training policies and programs and economic, employment, industry and occupational trends including community-based and special population programs.)

Six years of experience in a field related to the work of the Council, such as research, education, training, administration of governmental workforce programs, evaluation, policy development, or labor economics. (Substitution of six years of experience: The completion of all requirements for the Ph.D. in social sciences or appropriate subject field, including the thesis, may be substituted for three years of the specialized experience.)

Four years of highly responsible supervisory experience, including working with a variety of programs and community groups and partnership coalitions. Applied knowledge of general principles of management, supervision, communication and public relations, the workings of Hawaii State government, private sector business, worker organizations, and various types of educational institutions.

For complete, detailed Position Description, scroll down to the document below.

To apply, you may send a resume to the Chair of the Search Committee for the Workforce Development Council Executive Director:

Ms. Signe Godfrey, President
Olsten Staffing Services
900 Fort Street Mall, Suite 1202
Honolulu, HI 96813
FAX: 808/526-4553
No Phone Calls Please

**STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE DIRECTOR
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Position Number: 100278 Exempt
Department: Labor and Industrial Relations
Division: Workforce Development Council
Branch: N/A
Section: N/A
Unit: N/A
Geographic Location: Oahu

II. INTRODUCTION

Function of this organizational unit:

The position is located in the Workforce Development Council. The State Workforce Development Council is established by Chapter 202, Hawaii Revised Statutes and also serves as the State Workforce Investment Board for the purposes of the Workforce Investment Act of 1998, P.L. 105, and succeeding amendments and laws.

The Council's functions are to recommend to the Governor and the legislature, state policies and funding priorities based on local community input that it believes should be adopted by the state government in meeting its workforce development responsibilities to:

- Establish a workforce development system in the State in which resources are pooled and programs are coordinated and streamlined;
- Encourage a program of useful research into the State's workforce requirements, development and utilization;
- Support recommended workforce policies that promote economic development, diversification, and well-being of the people in Hawaii;
- Strategizes on the development and continuing evolution of a skilled and competitive state workforce system of collaborative partnerships, services and funding streams; to improve and enhance program effectiveness and efficiency and reduce and eliminate program overlaps and duplications; to recommend and act on policies in workforce development; and to assist in building state and local businesses and employment opportunities for all Hawaii's people.

Purpose of the position:

The Executive Director position serves as chief executive officer to the Council whose members are appointed by the Governor and confirmed by the State Senate. The Executive Director is responsible for carrying out the intent of the state and federal legislation, administering the Council's program of work, and supervising the staff.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Supervisory Activities 45%

Serves as consultant to the Governor on issues relating to workforce development and its relation to economic development and diversification. Coordinates with various agencies and the broad community in the development and implementation of workforce development plans and policy recommendations to the Governor, Legislature, U.H. Board of Regents, and Board of Education.

Supervises the Council's four-five professional staff, one secretary, and up to two interns in the execution of all of the Council's program of work.

B. Work Unit Management and Administrative Activities 40%

Assists in coordinating the programs of all agencies dealing with issues of concern to the Council.

Responsible for the preparation and implementation of workforce development plans and complex and comprehensive research studies of employment problems of certain populations, business needs, technological change, and their impacts on employment in industries and occupations, including the development and monitoring of contracts.

Arranges for the exchange of information, plans and programs between public and private groups interested in workforce development issues.

Responsible for the development and tracking of complex and comprehensive workforce performance management and accountability systems to include employment and training,

education, economic development, target populations and a range of federal and state program statistical indicators.

Responsible for the administration of the Council, including management of funds and personnel matters delegated to the office.

Prepares articles, reports and bulletins for the use of the Council and concerned agencies, and for general publication.

Maintains records, reports and correspondence relative to the work of the Council.

Responsible for implementing staff development and training of the Council's professional and clerical staff and temporary interns. Responsible for Council meetings and maintains contact with Council members.

C. Technical Responsibilities 15%

Serves on and may lead *ad hoc* department work teams. May act as leader and spokesperson for workforce development and prepares and delivers presentations to departmental, interagency, legislative, conference and community groups and other organizations as required.

Supervises Position(s) No.	Title
22523	Employment Analyst V
30516T	Employment Analyst V
37700T	Employment Analyst IV
30364T	Employment Analyst IV
30515T	Program Specialist (Voc. Ed.) IV
15033	Secretary II
Varies	Student Intern (2)

IV. CONTROLS EXERCISED OVER THE WORK

A. **Supervisor:** See B. below.

B. **Nature of Supervisory Control Exercised Over the Work.**

The Executive Director receives direction from the official actions of the Council; and receives general and broad direction from the Chairperson of the Council. As a Department of Labor and Industrial Relations (DLIR) administrator, the Executive Director has responsibilities to the DLIR Director.

C. Nature of Available Guidelines Controlling the Work.

The Executive Director is expected to know, follow, and supervise the Council staff's compliance with the Policy and Procedural Guidelines:

1. Hawaii Revised Statutes, specifically, Chapters 202 and 373C
2. Hawaii Administrative Rules and Administrative Policies
3. Workforce Investment Act of 1998, P.L. 105-220, its Administrative Rules, and succeeding amendments, laws and Administrative Rules
4. Related Federal and Technical and Administrative Memoranda

V. REQUIRED LICENSES, CERTIFICATES, ETC.

N/A

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Workforce, education and training policies and programs and economic, employment, industry and occupational trends including community-based and special population programs.

General principles of management, supervision, communication and public relations.

The workings of Hawaii State government, private sector business, worker organizations, and various types of educational institutions.

B. Skills/Abilities:

Supervise and/or work with Council staff, departmental staff, other agency staff, public and private individuals and/or work teams in carrying out and completing assigned duties, projects and other responsibilities;

Assist Council Chairperson and other Council members in promoting and presenting Council policies, positions and findings to further the goals and objectives of the State's workforce plans to achieve and maintain a healthy economy;

Orient and support Council Chairperson and members to the work of the Council, changes and new responsibilities. Insure that the Council's statutory provisions are updated according to changing legislation and needs. Insure that the Council's budget supports the

Council's program and the coordination responsibilities for the State workforce system;

Review and participate in writing and preparing correspondence, memoranda, papers, reports and other publications of professional quality. The range of such publications varies from news articles that can be easily understood by the general public to technical reports that may contain complex processes that need to be organized and explained with clarity;

Initiate, orchestrate and participate in collaborative activities with a variety of individuals, groups, public agencies and private organizations to produce successful work objectives and outcomes;

Direct the preparation of and deliver oral and multi-media presentations to Council work groups and committees and the Council itself, public and interagency groups, employers, and community groups; and

Increase and update knowledge and skills through professional development and employer-provided training.

C. Education:

Master's degree from an accredited college or university with specialization in the social sciences including economics, political science, international relations, business administration, public administration, sociology, social or cultural anthropology, psychology, demography, history, geography, or related field.

Substitution for master's degree: Two years of specialized professional experience utilizing quantitative techniques or research methods in labor market, evaluation, or related analysis.

D. Experience:

Specialized Experience: Six years of experience in a field related to the work of the Council, such as research, education, training, administration of governmental workforce programs, evaluation, policy development, or labor economics.

Substitution for Specialized Experience Requirements: The completion of all requirements for the Ph.D. in social sciences or appropriate subject field, including the thesis, may be substituted for three years of the specialized experience.

Supervisory Experience: Four years of highly responsible supervisory experience, including working with a variety of programs and community groups and partnership coalitions.

VII. TOOLS, EQUIPMENT & MACHINES

N/A